

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
September 4, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Elaine Fink
Katrina Guitierrez
Shannon Wentworth
Christopher Aguirre
Jacquie Van Huss (entered @ 5:26pm)

Commissioners Absent

Staff

Paul Irwin
Debora Kerns-Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:04 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Christopher Aguirre motioned to approve the agenda with the addition of:

- H(7): Trespassers

Bobby Hale seconded, and the motion carried 7/0/0.

D. **APPROVAL OF MINUTES 8/14/2019:**

Katrina Guitierrez motioned to approve the 8/14/19 meeting minutes, Richie Cline seconded, and the motion carried 7/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that we began painting the interior, with gallery walls and interior doors remaining. The paving contractor started last week and has all of

the base down, and passed compaction testing today. Paving is scheduled to begin next Monday. The HVAC contractor has returned for finish work and is working on setting condensers and has thermostats and registers up. The electrical contractor is also scheduled to return on Monday. The Director reported that staff and Tribal Council have scheduled a meeting with the Sierra Mono Museum Board to determine the remaining budget need, and discussion was held.

- ii. **Visit Yosemite Madera County – 2019 Tourism Improvement Grant:**
The director reported that with coordination and funding from the Tribal Transportation Program a quote has been approved for a monument replacement at the roundabout. Initial designs have been provided, and the director will be scheduling a design consultation with Tribal Council.

(2) **Chairperson:**

(3) **Other:**

- i. **Monthly Report:**
Staff presented the monthly financial report for August.

- ii. **Financial Report:**
Staff presented financial report as of September 1st.

Staff reported on the need to transfer funds to non-low emergency rental assistance. Shannon Wentworth made the motion to move \$14,000 from emergency rental assistance to non-low emergency rental assistance, Elaine Fink seconded, and the motion carried 7/0/0.

- iii. **Maintenance Report:**
Staff presented the monthly maintenance report for August.

F. **NEW BUSINESS:**

(1) **Procurement: Playground Equipment Installation:**

The director has received four quotes for the install of the playground equipment and has requests out to two other companies. Currently quotes range from \$18,250 - \$31,505. Due to the cost, the director would like to seek additional quotes and will email to the BOC if received prior to next meeting.

(2) **General Council Meeting:**

The director reported that the upcoming general council meeting is on 9/21/19. The director provided survey results from last year and inquired if another survey was desired. Consensus of the BOC to provide a shorter survey. The director will prepare a draft for next meeting with several policy related housing questions and the community development question. Incentive to be provided for those that complete the survey.

Christopher Aguirre motioned to approve the purchase of a barbecue not to exceed \$250, Katrina Gutierrez seconded, and the motion carried 8/0/0.

(3) Income Limits:

The director and staff reported that we had an inquiry about the income limits for down payment assistance from a prospective applicant in the bay area. Staff contacted HUD and it was determined that programs operating in an expanded service area are to utilize the higher of the County or the National Income Limit based on where assistance is being provided. It is possible to use the income limit of the highest County program wide through a policy amendment, but staff recommends evaluating the income limits by County on a case by case basis. The director will develop a spreadsheet for staff to utilize with incomes by County for the whole State. The Director stated staff would contact applicants who previously inquired about this, and that this information will be provided in the upcoming newsletter and at the general council meeting. The BOC requested a copy of the income limits, and the director will have available at the next meeting.

G. OLD BUSINESS:

H. EXECUTIVE SESSION:

Katrina Guitierrez motioned to go into executive session at 5:50 pm, Jacquie Van Huss seconded, and the motion carried 8/0/0.

(1) [REDACTED]
Staff reported on the approval of non-low emergency rental assistance.

(2) [REDACTED]
Staff reported on the approval of non-low emergency rental assistance.

(3) [REDACTED]
The director provided an update on the housing rehabilitation.

(4) **Personnel:**
The director provided a personnel update on Project Manager and Construction Laborer departures and informed the BOC that we are still seeking to hire a Carpenter and Construction Laborer.

(5) **Inspections:**
Staff discussed exterior inspections. Consensus of the BOC to send notice that failure to make corrective action by annual inspection date will be cause for termination.

(6) **Policies:**
Staff recommendations on the admissions and occupancy policy will be provided by the end of the month. The BOC will schedule a date to review at next meeting.

(7) **Trespassers:**
Tribal Council to send documentation for BOC determination on continued occupancy, notice of trespassers to be sent to all North Fork tenants.

Jacquie Van Huss motioned to come out of executive session at 6:49 pm, Shannon Wentworth seconded, and the motion carried 8/0/0.

I. NEXT MEETING:

September 18, 2019 at 5:00 pm.

J. ADJOURNMENT:


Jacquie Van Huss motioned to adjourn at 6:51 pm, Shannon Wentworth seconded, and the motion carried 8/0/0.


MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 18th day of September 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 0 abstaining.


Commissioner


Commissioner

9/18/19
Date

9-18-19
Date